



City of Cathedral City

Employment Opportunity

ACCOUNTING TECHNICIAN

SALARY & BENEFITS:

Starting Salary - \$2926.77 per month with yearly increases to **\$3557.08** per month and additional 2-1/2% longevity salary increases at 6, 8, and 10 yrs based on successful job performance. Benefits include City-paid: PERS retirement contributions (7% of salary); employee and dependent dental and vision insurance; employee health, life and disability insurance coverage. Dependent health coverage is on a joint contribution basis.

THE VACANCY:

An Accounting Technician performs advanced level accounting support and fiscal duties that typically involve Accounts Payable and Accounts Receivable duties. General duties involve processing receipts, invoices, statements, and payments; creating a variety of spreadsheets, and maintaining logs and records; receiving and collecting fees; preparing, balancing and recording reports, purchase orders, requisitions, statements, and deposits; preparing payments for expenditures such as utility and telephone payments; reconciling cash and investments from the City's bank accounts; researching and resolving discrepancies; maintaining accurate files; preparing complex bank reconciliations; may serve as back-up to payroll desk and may review, receive, and process payroll utilizing a computerized accounting and payroll system; assists customers and employees with requests for information on the phone and in person. May perform other specialized duties involved in yearly audit support. The current vacancy will be responsible for Accounts Payable duties with a work schedule, Monday – Thursday 7 AM-6 PM (10-hour day).

THE QUALIFICATIONS:

The qualified candidate should possess a combination of training and experience equivalent to:

- A High School diploma and successful completion of college or business school coursework in accounting, bookkeeping, and office administration.
- Four years of increasingly responsible clerical and technical experience involved in performing bookkeeping, accounting or fiscal support work.
- Experience with computerized accounting system and skill in use of spreadsheets.
- Must be detail-oriented and possess friendly customer service skills.

ENVIRONMENTAL AND PHYSICAL WORKING CONDITIONS:

Daily work will be in an office environment with prolonged sitting, performing data input on computer; there will be frequent interruptions and considerable interaction with City staff.

APPLICATION AND SELECTION PROCEDURE:

You must file an official City application and attach a current resume. All application materials must be received in the Human Resources Division office by the final filing date. You may request an application by visiting our web page at www.cathedralcity.gov ; by calling our job hotline at (760) 770-0365, or in person at City Hall 1st Floor Reception, 68-700 Avenida Lalo Guerrero in Cathedral City between 7:00 AM to 5:00 PM, Monday through Thursday.

FINAL FILING DEADLINE: Thursday, February 23, 2006 by 5:00 P.M.

A limited number of the most suitable applicants will be invited to participate in a selection process that will include a written test and a qualifications appraisal interview. Candidates who are successful on the first test part will be invited to participate in the succeeding parts of the process. The resulting eligibility list will be in effect for six months. Selected candidates must pass a physical examination, a drug screen, and a City background clearance.